



League of Oregon Cities

Local Government Center, 1201 Court St. N.E., P.O. Box 928, Salem 97308 • Telephone: (503) 588-6550; 1-800-452-0338 toll free; FAX: 378-5859

March 1, 1994

TO: Mayors of Livable Oregon Grant Recipient Cities
FROM: Richard C. Townsend, Executive Director
RE: Reporting Guidelines

Congratulations on your Livable Oregon Cities grant award! Enclosed is a check for the amount of your award.

The League of Oregon Cities wishes to track the progress of each of the 1994 grant recipients of the Livable Oregon Cities Project. At the end of the year, each of the participating communities will be profiled and success stories will be shared at the LOC Annual Conference in November.

We ask that you *submit brief quarterly progress reports* on your community's visioning efforts, which will be due:

- ▶ April 30, 1994
- ▶ August 31, 1994
- ▶ December 31, 1994

The reports may be submitted to the League of Oregon Cities, c/o Livable Cities Grant, P.O. Box 928, Salem, OR 97308. For your convenience, a sample reporting format is attached. Use of this format is not required. However, it is suggested that the components be addressed in your quarterly reports.

In addition to the progress reports, it is anticipated that your community visioning efforts will be featured at the League of Oregon Cities' Annual Conference. (You will be notified of specific plans and arrangements by September.) This could mean participation in a concurrent session as a panel member, or the opportunity to tout your experience by coordinating a table exhibit. In addition to audio and visual presentations, a summary of community visioning activities will be published and shared with other cities.

RCT:kab

Enclosures

✓ cc: City Manager/Administrator

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